

CITY OF FRISCO PERSONNEL POLICIES
SECTION 12
EMPLOYEE CONDUCT

Section 12.1 TOBACCO USE

Effective Date: 03/08/2006

Approved By Ordinance Number: 06-03-17

Revision Date:

12.1 STATEMENT OF PURPOSE:

It is the intent of the City of Frisco to provide a healthy work environment for its employees. Therefore, the City restricts the use of tobacco products in all City buildings, vehicles, and equipment and strives to develop a tobacco free environment.

12.2 ELIGIBILITY:

This policy applies to all City employees while they are on duty, utilizing City vehicles or equipment, or in City facilities.

12.3 SMOKING:

All City-owned, operated, leased or managed buildings shall be smoke-free.

All City-owned or operated vehicles shall be smoke-free.

Department Directors will designate smoking areas and communicate this to the employees. These designated areas will comply with The City of Frisco's City Ordinance No. 00-12-12. Smoking outside of these areas will not be accepted, and employees who are determined to be in violation of this policy will be disciplined in accordance with the DISCIPLINE PROCEDURES POLICY. Utilizing the designated area is subject to supervisory approval.

Employees working outside and not in close proximity to other individuals may be permitted to smoke.

12.4 SMOKELESS TOBACCO:

The use of smokeless tobacco is offensive to many people, citizens and co-workers alike. A work environment in which employees are allowed to use smokeless tobacco products promotes an image which many regard as unsanitary and unprofessional. It is therefore, the policy of the City of Frisco to restrict the use of smokeless tobacco by City employees.

The use of smokeless tobacco may be restricted while employees are conducting City business with other employees, citizens, contractors, and interacting with the public – including special events. City departments may implement other restrictions regarding time and use of smokeless tobacco.

An employee shall responsibly dispose of all waste products generated by his or her use of smokeless tobacco products. Smokeless tobacco should be disposed of properly, discretely and in a closed container. Though other provision of this policy allow the use of smokeless tobacco products, a supervisor may prohibit the use of smokeless tobacco products in any area where employees fail to responsibly dispose of waste products generated by the use of smokeless tobacco products.

City employees who experience performance or personal difficulties while overcoming a nicotine addiction may seek help through the City's Health Insurance Programs or Employee Assistance Program (EAP). Interested employees or supervisors may contact a representative from the Human Resources Department for assistance.

Any violation of this policy may result in disciplinary action in accordance with the City's DISCIPLINE PROCEDURES POLICY.